

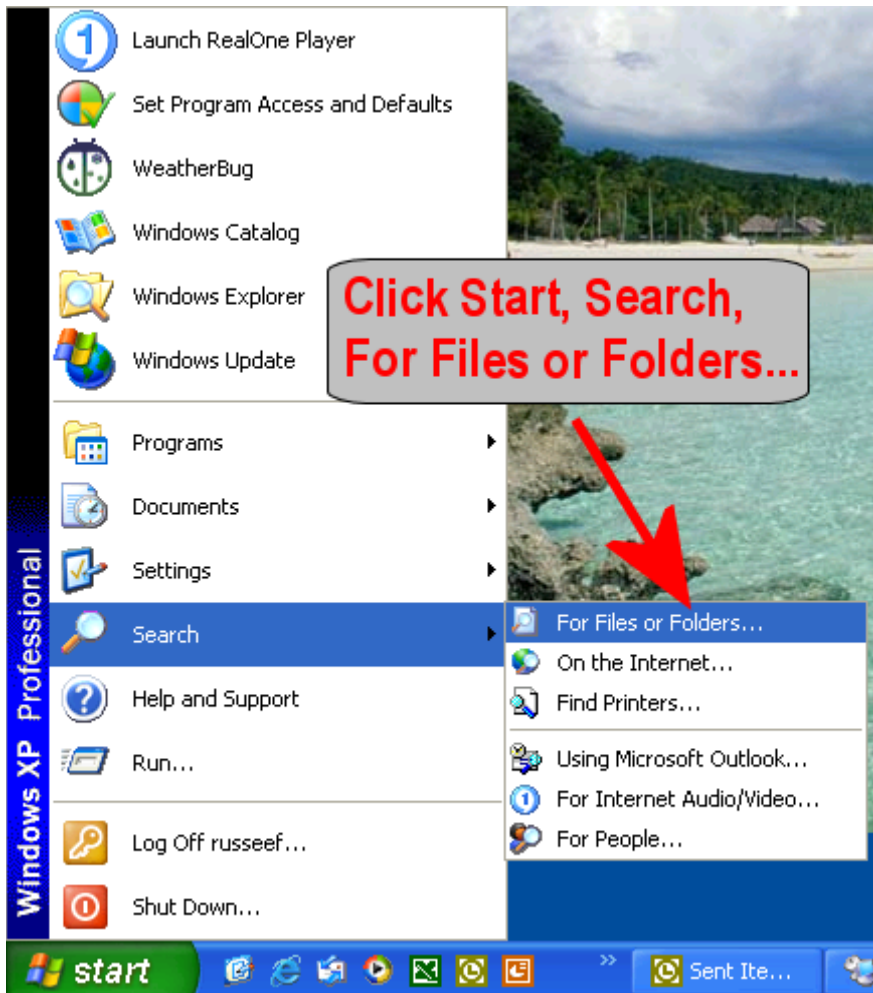
# Microsoft Outlook 2003 Version – Contacts Modification

The purpose of this document is to provide users with instructions on how to make corrections to e-mail addresses within Outlook contacts or distribution lists.

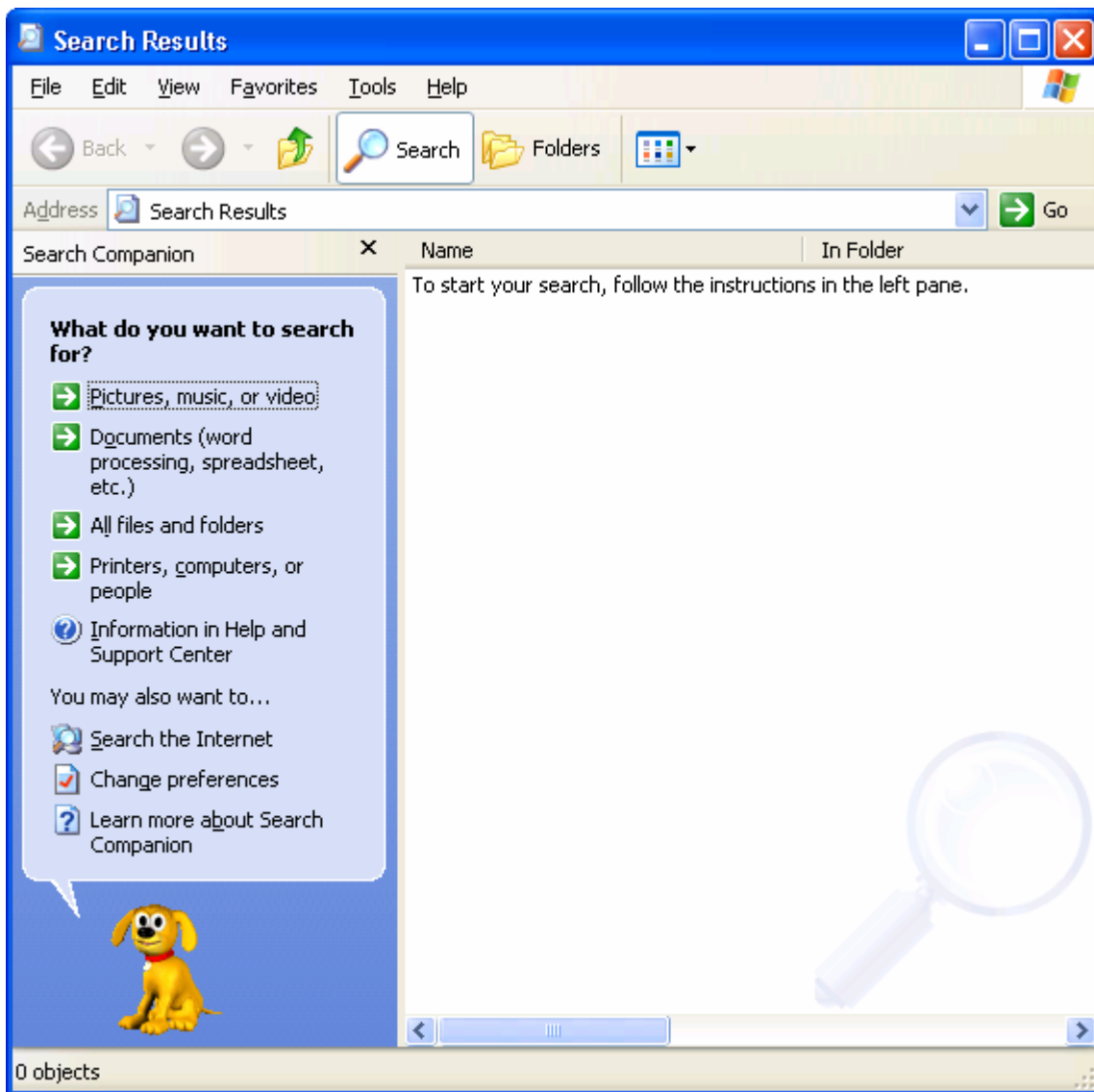
**STEP 1** Before you begin, exit Outlook 2003 completely.

We need to remove all files with a “.NK2” extension.

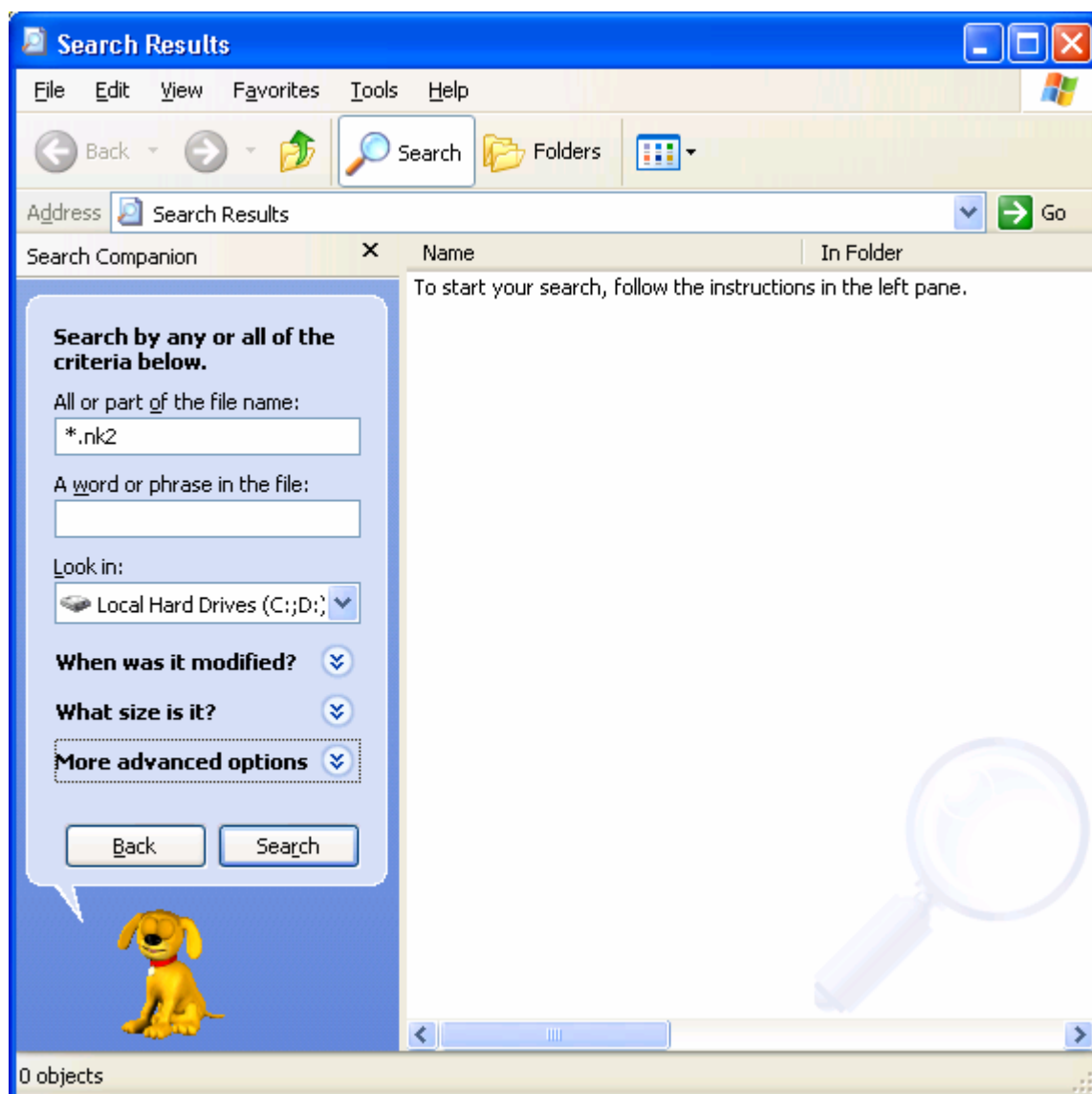
Execute a search on your computer for this file. This is a “hidden” cache file, so when you execute the search, you will have to select an option to search hidden files and folders.



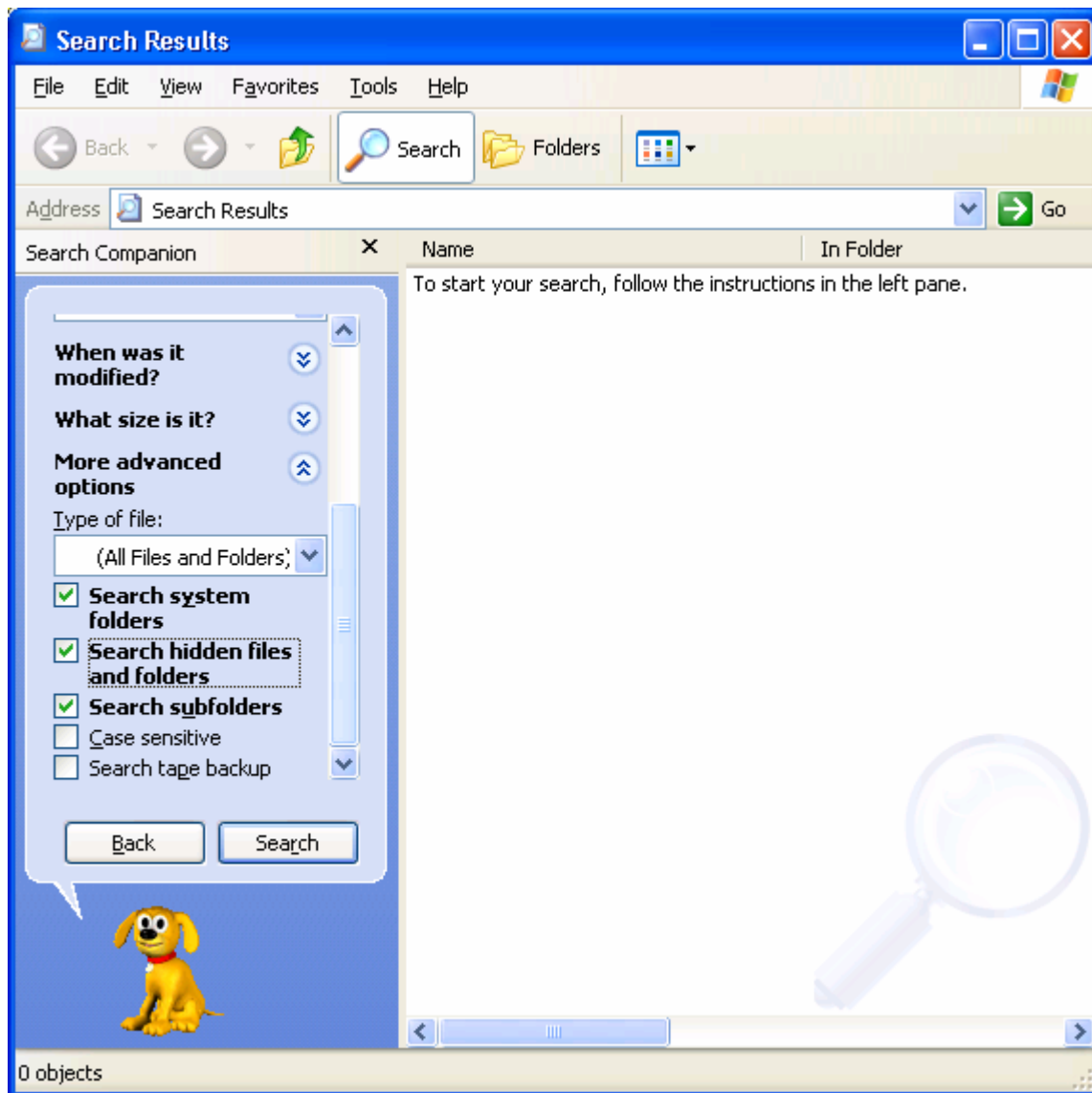
Select “All files and folders” for ‘What do you want to search for’:



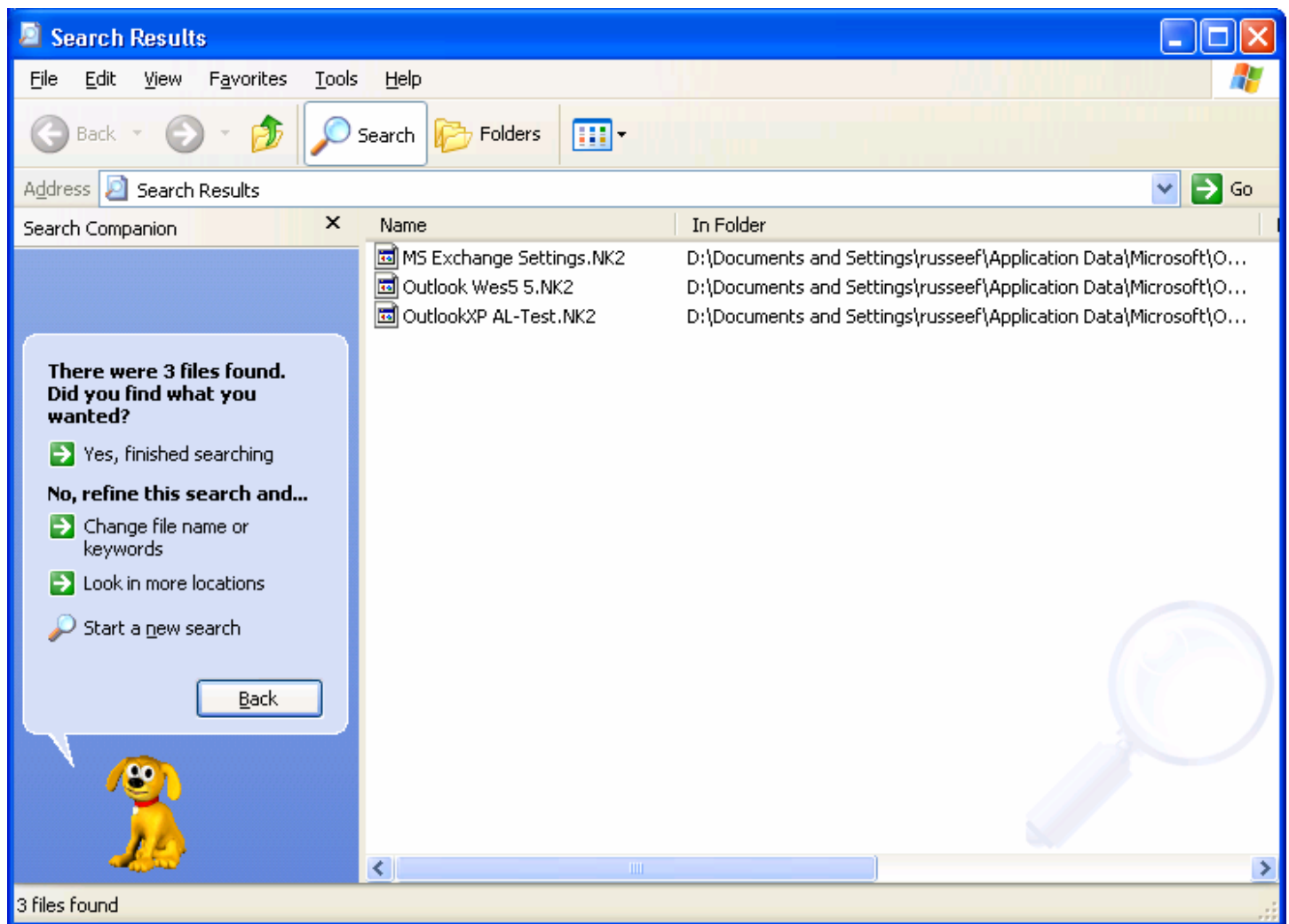
Next, enter \*.nk2 for what you want to search for. Then, select the “More advanced options” selection:



Select 'Search hidden files and folders' then click the Search button to execute the search.

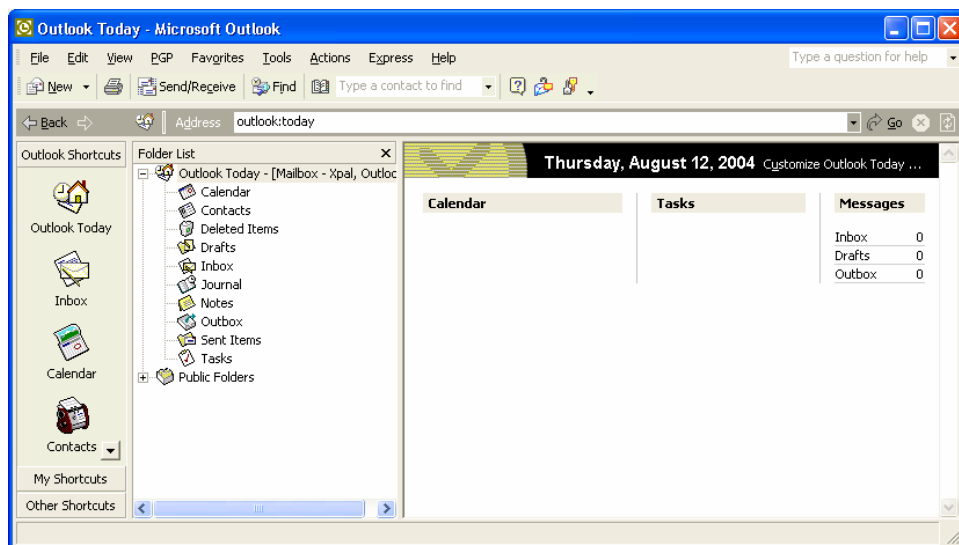


All the files with the extension “NK2” should now be shown in the Search Results window as shown below (your filenames will be different than the example shown here):

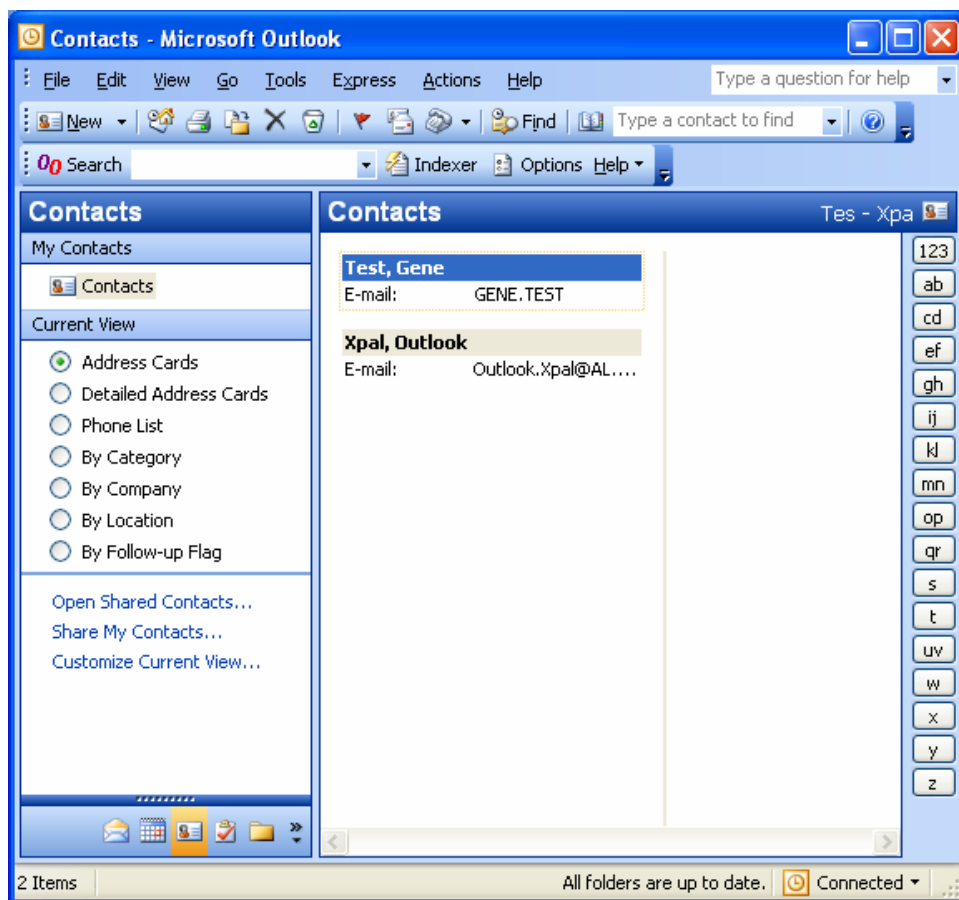


Select all the NK2 files, and delete them.

**STEP 2** Open Outlook 2003. The default Outlook Today view is shown below.



**STEP 3** Open Contacts by clicking on the Contacts icon in the Outlook Shortcuts bar.



**STEP 4** Look at the E-mail values for your contacts. Should you see any such as this one highlighted below, you must correct this contact. An example of an incorrect address would be one that is NOT in the SMTP format, such as *firstname.lastname@nasa.gov*.

Delete and recreate this contact using the correct e-mail address from the global address list.

